Allotment Status Encumbrance Detail Report

Navigation

General Accounting > General Accounting–Agencies > Inquiries & Reports > Accounting Reports > Allotment Status Encumbrance Detail Report

Process

1) Perform the steps listed below.

Result

Generate a report showing totals by Program/Fund Type, PA and/or PB Ledger, and Account.

> *Note: The PA Ledger contains encumbrances generated in the Procurement module and the figures summarize all Purchase Orders for the accounts listed. See the Purchase Order Inquiry query to see the PA ledger detail.The PB Ledger contains manual encumbrances generated in the Budget module and the document numbers are displayed.*

Start this instruction from the menu.
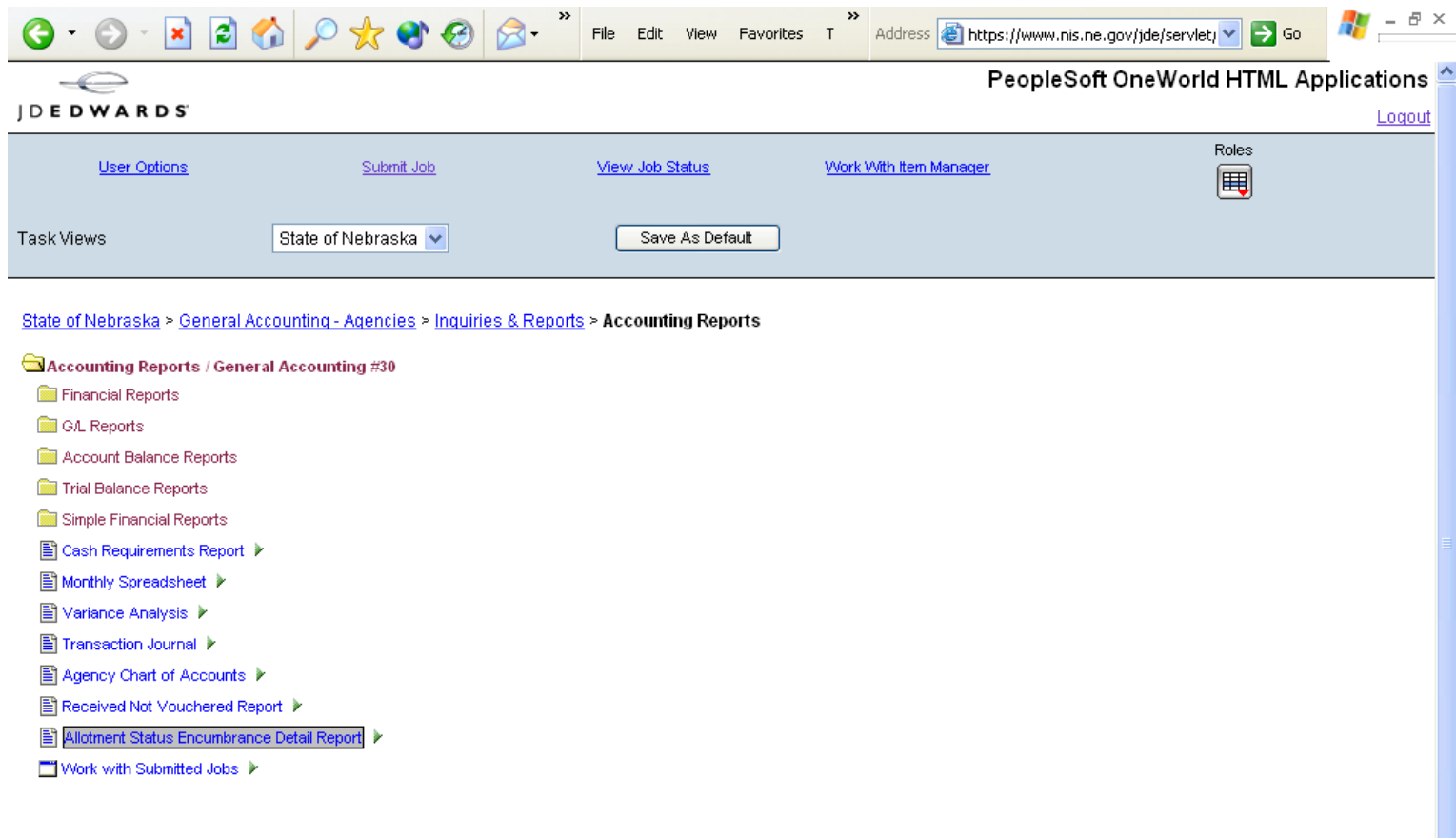
1. Click on the report and the Version Prompting window appears.

2. Choose *Data Selection*, then click *Submit* and the Data Selection window appears.

3. Change line two as follows:
   - *Right Operand* – Choose *Literal* – Enter **013**, then click *OK*.

4. Change line three as follows:
   - *Right Operand* – Choose *Literal* – Enter your program number, then click *OK*.

5. Choose line four and click delete.

   Note: There are more selections that can be used to narrow the scope of the report.

6. Click *OK* and the Processing Options window appears.

7. Change *Century*, *Fiscal Year*, or *Period Number – General Ledger* as appropriate.
   a. Note: for *Fiscal Year*, **4** is Fiscal Year beginning July 1, 2004, **5** is Fiscal Year beginning July 1, 2005.
   b. Note: for *Period Number*, July is **1**, August is **2**, September is **3**, December is **6**, June is **12** etc.

8. Click *OK* on this window and then click *OK* on the Printer Selection window. You will return to the menu.

9. Click *Submit Job* and the Work With Batch Versions – Available Versions window appears.

10. Click *Form, Submitted Jobs* and the Submitted Job Search window appears.

11. Choose the report (R5509730_NIS0001) when the Description field is "Done".
    Note: Click *Find* to refresh the window until "Done" is displayed.

12. Click *Row, View PDF* to see the report.

Browser title: https://www.nis.ne.gov/jde/servlet/com.jdedwards.jas.ube?SERVER=NISPRD&JOBNUMBER=979147&VIEWTYP - Microsoft Internet Explorer

Address: https://www.nis.ne.gov/jde/servlet/com.jdedwards.jas.ube?SERVER=NISPRD&JOBNUMBER=979147&VIEWTYPE=PDF&USERID=2629903194696631296&FileType=.pc

Report content:

R5509730   G/L Period Number   8   Fiscal Year   4   STATE OF NEBRASKA   02/15/05   15:12:16
NIS0001   Allotment Status Encumbrance Detail   Page -   1
                                                                                  Standard Report

Agency Number   013   DEPT OF EDUCATION
Budget Division

Program	Fund Type	Ledger Type	Fund	Business Unit	Object Account	Subsidiary	Document Number	GL Date	Explanation or Name	Encumbrance Amount
352	4	PA	40000	13525000	543600					659,125.14
352	4								PA Ledger Totals	659,125.14
352	4	PB	40000	13524000	511300		873000	08/27/04	June overtime DDS	12,753.00
352	4	PB	40000	13524000	511300		873000	02/03/05	June overtime DDS	12,753.00-
352	4	PB		13524000	511300				BU.OBJ Subtotal	.00
352	4								PB Ledger Totals	.00
352	4								Program / Fund Type Totals	659,125.14

11 x 8.5 in   1 of 1

13. Review report and print if desired.

14. Close Adobe Acrobat Reader.

15. Click *Delete,* then *OK,* to remove the report from the Submitted Job Search window.

16. Click *Close* on this window.

17. Click *Close* on the Work With Batch Versions – Available Versions window to return to the menu.

> NOTE: See the BU Open Commitments Query script to see the PA ledger detail.